

Anderson Roofing Supplies - April 2024

Job Role: Sales Trade Counter Assistant

Status: Full Time

Location: Wokingham, Berkshire

Start Date: ASAP

Job Description

Due to business expansion, we are seeking to appoint a Sales Person to work in our busy roofing supplies Depot in Wokingham. You will be required to work as part of a team and will be customer facing in this role. In return, you will be offered a competitive salary & benefits package.

The Company's normal hours of trading are from 6.30am to 4.30pm Monday to Friday and 7.30am to 11am on Saturday (Saturday on rota). The Company is based in a rural location **without** public transport links.

To be successful in this role you must demonstrate the ability to build strong relationships with customers and staff to ensure sales and productivity targets are met and the highest standards of service are upheld.

You will share our 100% dedication to delivering excellence in service.

You will also need to be flexible in your approach and willing to help out in other areas of the business as and when required.

Your day-to-day duties will include:

- Serving customers at the trade counter ensuring that a fast and efficient service is provided dealing with customers
- Process customer orders accurately onto the system
- Creating sales tickets for customer collections
- Generating orders for delivery to customers
- Responding to telephone enquiries from customers regarding stock, pricing, deliveries, and processing telephone orders
- Contact customers via phone to develop the business
- Maintain professional counter environment and work area
- Build and develop relationships with customers to promote the company's services

Trade Counter / Sales experience is desirable but not essential. Experience in roofing materials is preferable but training will be provided. All candidates should demonstrate customer facing experience, along with enthusiasm and drive for the role.

Personality, attitude & drive will be the leading motivators in this appointment.

This is a full-time permanent position and a great opportunity to establish your career within a Trade Sales environment.

Skills Required

- Excellent Communications Skills and confident telephone manner
- Computer Literate
- Sound Numeracy and Literacy skills
- Customer Focused
- Team Player
- Excellent customer service skills
- A methodical approach, with an exceptional eye for detail
- Excellent problem-solving skills
- Process driven
- Well presented
- Able to work on their own initiative

Benefits:

- Free On-Site Parking
- 24 days holiday plus public bank holidays
- Pension
- Life insurance (subject to satisfactory completion of probation period)
- Bonus (subject to performance (Company & Individual))
- Annual pay review

How to Apply:

If you are interested in this position, and would like to learn more, we would love to hear from you! Please attach your CV to the link provided and we will be in contact.

Good luck!